



Enrichment Services Program, Inc.

A Community Action Agency

2601 Cross Country Bldg. C-1, PO Box 788

Columbus GA 31906

Tel: (706) 649-1600

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REQUEST FOR PROPOSALS

FOR

APPRAISALS FOR HEAD START CENTERS

Issued on: Monday, February 8, 2016

Due Date: Tuesday, February 22, 2016 at 11:00 A.M. EST

Administered by: Therese Soon, Chief Financial Officer

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General Information

A. Purpose

This Request for Proposal (RFP) is to contract for appraisal services for 10 facilities for the Head Start, Early Head Start, and Early Head Start Expansion programs located in Georgia and Alabama. These facilities are leased or provided free of rent and maybe solely or partially occupied by ESP.

ESP receives federal funds and is required to provide 20% non-federal match. ESP plans to utilize the appraisal results for these facilities to determine the rent-in-kind, which will contribute to the required non-federal match.

B. Who May Respond

Experienced Real Estate Appraisers certified/licensed in the states of Georgia and Alabama who specialize in commercial properties. Counties included are Clay, Chattahoochee, Muscogee, Quitman, Stewart and Talbot in Georgia and Russell County in Alabama.

C. Instructions on Proposal Submissions

- Closing Submission Date: Proposals must be submitted no later than 1:00 p.m. on Monday, February 22, 2016
- Inquiries concerning this RFP should be made to Therese Soon at 706 649-1600.
- Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Enrichment Services Program, Inc.
- Instructions to Prospective Contractors:

Your proposal should be addressed as follows:

Name: *Therese Soon*
Title: *Chief Financial Officer*
Entity: *Enrichment Services Program, Inc.*
Address: *2601 Cross Country Drive, Building C-1*
Columbus GA 31906

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
1:00 p.m. on February 22, 2016
Sealed Proposal
For Appraisal Services

- Electronic Submissions: Proposals can be submitted electronically to the following email address: tsoon@espheadstart.org by the closing submission date noted above.

Failure to do so may result in premature disclosure of your proposal.

It is the responsibility of the Offeror to ensure that the proposal is received by Enrichment Services Program, Inc. by the date and time specified above.

Late Proposals will not be considered.

- Right to Reject: Enrichment Services Program, Inc. reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
- Small and/or Minority-Owned Businesses: Efforts will be made by Enrichment Services Program, Inc. to utilize small businesses and minority-owned businesses. An offeror qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (2 CFR Part 200.321).
- Notification of Award:
 - a. Two awards may be awarded. Offeror may submit a proposal for the Georgia facilities or Alabama facility or for both.
 - b. It is expected that a decision will be made within four weeks (March 14, 2016 but maybe extended to March 21, 2016) of the closing date for the receipt of proposals.
 - c. Upon conclusion of final negotiations with the successful appraiser, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful appraisal firm(s).
 - d. It is expected that the contract (s) shall be a one-time, fixed-price contract.

D. Description of Entity and Facilities to be Appraised

Enrichment Services Program, Inc. is a 501(c)(3) non-profit community action agency founded in 1965. ESP provides opportunities and assistance to residents within a nine county area of the lower Chattahoochee Valley including Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, and Talbot counties in Georgia and Russell County in Alabama.

Enrichment Services Program, Inc.’s mission is to eliminate poverty through education, services, and partnerships by providing early childhood education through its Head Start and Early Head Start Programs and serving the community through its Self-Sufficiency, Nurse Aide Training Scholarship Program, Energy Assistance, and Food Distribution programs.

Head Start and Early Head Start are federally funded programs serving more than 1,000 children and their families with low-income. The program ensures that children ages 0-5 are provided with comprehensive education, health, nutrition, and parent involvement services.

The Community Services Block Grant and Low Income Household Energy Assistance Program allow Enrichment Services Program, Inc. to administer the Self-Sufficiency, Nurse Aide Training Scholarship programs, provide assistance on energy payments, and partner with other agencies on food distribution.

The facilities to be appraised for the Head Start (HS), Early Head Start (EHS), and Early Head Start Expansion (EHS Expansion) programs are listed below:

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	Center Name and Address Information	Loc. No.	Number of Classrooms			Office Spaces	Designated Playground	
			HS	EHS	EHS Expansion		HS	EHS
1	Benning Hills 190 Munson Drive Columbus GA 31903	490	6	2		Y	Y	Y
2	Chattahoochee Educational Center 140 Merrell Street Cusseta GA 31805	260	1	1		Y	Y	Y
3	Child Development Center 2701 11 th Avenue	460	7	3	2	Y	Y	Y
4	Cusseta Road Head Start Center 4150 Cusseta Road Columbus GA 31903	480	11	3		Y	Y	Y
5	Clay County Early Head Start 202 Wilson St Ft. Gaines GA 39851	450		1	1	Y		Y
6	Clay County Head Start 200 Hobbs Lane Ft. Gaines GA 39851	450	2			Y	Y	
7	Quitman County 213 Kaigler Rd. Georgetown GA 39854	260	1	1	1	Y	Y	Y
8	Stewart County GA Highway 27 East Lumpkin GA 31815	280	2		1	Y	Y	Y
9	Talbot County 159 Park Road Talbotton GA 31827	250	2		1	Y	Y	Y
10	Russell County Head Start Higginbotham Hall 2605 College Drive Phenix City AL 36867	590	8			Y	Y	

The above facilities are leased or provided free of rent. The information on leased facilities are on the next page:

Facility	Rent	
	Monthly	Annual
Benning Hills Center	\$1,150	\$13,800
Child Development Center	\$1,400	\$16,800
Cusseta Road Center	\$1,400	\$16,800
Stewart County	\$400	\$4,800
Talbot County @ Harmon Center	\$1,000	\$12,000
Alabama Head Start @ Higginbotham Hall	\$4,500	\$54,000

I. Specification Schedule

A. Scope of Appraisal Services

The purpose of this RFP is to obtain the services of a certified/licensed Commercial Real Estate Appraiser hereinafter referred to as the “Offeror” to perform appraisals of the facilities used by the Head Start, Early Head Start, and Early Head Start Expansion programs. These facilities are either leased or provided free of rent from local education agencies (school districts), local county or from other non-profit agencies. The programs may occupy the whole facility or utilize just a portion of the facility for office and classroom spaces.

The appraisal services shall include:

- Detailed Description of the Facility
- Inspection of each facility location
- Measurements of spaces (in square feet for classrooms, office spaces, playground area)
- Development of the floor plan layout (spaces need to clearly indicate HS classroom, EHS classroom, EHS Expansion classroom, Office space)
- Pictures of the facility including the playground area
- Determination of market rent based on market data and valuation analysis

B. Performance

The appraisal report shall be submitted no later than April, 22, 2016 and include a summary sheet outlined in Exhibit D.

For any changes identified during the review meeting in section J, a revised appraisal report shall be submitted no later than 5 business days after that meeting.

Sample report is available for review at ESP’s Central Office at 2601 Cross Country Drive, Bldg. C-1, Columbus GA 31906.

C. Delivery Schedule

The term will be from February 22, 2016 to April 22, 2016 or acceptance of final report, whichever comes later.

Contractor shall deliver 2 copies of the appraisal reports to the CFO on April 22, 2016

Alternatively, reports may be sent electronically. In this case, only one (1) hard copy of the report will be required.

Reports may be submitted earlier than the schedule stated in the Performance section. However, if the Offeror fails to make delivery of the appraisal reports within the time schedule specified herein, or if the Offeror delivers appraisal reports that do not conform to all of the provisions of this contract, ESP may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances, the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification.

All subsequent contract agreements as a result of an award hereunder, shall incorporate all terms, conditions, and specifications contained herein, and in response hereto, unless mutually amended in writing.

D. Price

Services for each facility must be bid individually on the bid sheet. Please complete Exhibit B.

E. Contract

The Offeror's proposal, when properly accepted, awarded by ESP, and with the agency's terms and conditions signed, shall constitute a contract equally binding between the Offeror and the agency. A bilateral contract may be issued as a matter of form but the terms and submittals the contractor agrees to in the submission of their proposal shall take precedence. No differential or additional terms will become part of this contract without a written modification, titled "amendment", and agreed to by both parties.

F. Change Order

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specification stated in any resultant contract. Modifications to the scope of the contract shall be submitted in writing and approval for such a change made in writing by the Chief Financial Officer. A request for change is subject to intensive review and a change order granted only if it is determined by ESP to be caused by an omission or change originating from the ESPs actions or decisions. ESP reserves the right to reject any or all requests for change if in the best interest of ESP.

G. Indemnification

Successful Offeror shall defend, indemnify and save harmless ESP, all its offices, agents, and employees from all suits, actions, or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act, act of omission or error, or other fault of the successful offeror, or their agents, in the performance of any contract which may result

from the bid award. Contractor shall pay any judgment costs which may be obtained against the agency growing out of such injury or damages.

H. Silence of Specifications

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the “best commercial/professional practices” are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

I. Notice

Any notice provided by the proposal or resultant contract (or as required by law) to be given to the offeror by ESP shall be conclusively deemed to have been given and received on the next day after such notice has been deposited in the mail in Columbus, Georgia by registered or certified mail with sufficient postage affixed thereto, addressed to the Offeror at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

J. Review Meeting

The Offeror’s representatives will be required to provide a detailed review of the report with ESPs representatives at the time the report is submitted. A revised/final report may be needed to adjust the changes identified during the review meeting. This revised report shall be submitted no later than 3 days after the meeting.

K. Payment

Payment will be made when ESP has determined that the appraisal report has been satisfactorily completed. Should ESP reject the report, ESPs authorized representative will notify the Offeror in writing of such rejection, giving the reason(s).

Upon the acceptance and approval of the report, the Offeror may submit a bill for the contract.

L. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to ESP, the Offeror agrees not to plublish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror’s possession, to those employees on the Offeror’s staff who must have the information on a “need to know” basis.

The Offeror agrees to immediately notify, in writing, ESP’s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

M. Conflict of Interest

All Contractors must disclose in writing with the proposal the name of any owner, officer, director, or agent who is also an employee of Enrichment Services Program Inc. All Contractors must also disclose in writing with their proposal the name of any employee Enrichment Services Program, Inc. who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor’s firm or any of its branches or subsidiaries. By submitting a proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

II. Technical Qualifications

Exhibit A – Contractor Information

This is to be completed in its entirety.

III. Proposal Evaluation

A. Submission of Proposals

All proposals shall include two copies of the Offeror’s technical qualifications; two copies of the pricing information (see Exhibit B). These documents will become part of the contract.

These documents may be submitted electronically to the following email address: tsoon@espheadstart.org by the closing submission on Monday, February 22, 2016 at 1:00 p.m.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications and the Standards and Conditions.

C. Proposal Evaluation

1. **RFP Process** Following are the minimum RFP process but additional steps may be taken during the course of the RFP process.

February 8, 2016	RFP available at www.enrichmentservices.org and 2601 Cross Country Bldg. C-1, Columbus GA 31906
February 8 to 12, February 15 to 19, 2016	Tour of facilities from 8 am to 4 pm. Look for Contact Person (usually Center/Site Manager) of each facility. Please provide business card to Contact Person.
February 22,	Proposal receipt deadline. All proposals are due at 2601 Cross Country

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2016 1:00 P.M.	Bld. C-1, Columbus GA 31906 or send electronically. No late proposals will be accepted.
February 23 to 26, 2016	Proposals opened and evaluated based on criteria below.
March 14, 2016	Vendors are notified of award decision.
March 14, 2016	Contract term begins
April 22, 2016	Submission of appraisal report (may change based on notification of award decision)

2. Evaluation Elements

Each proposal submitted will be evaluated based on the following criteria including, but not limited to:

- a) Number of Years in Service (minimum of 3 years)
- b) Evaluation of the price quoted. Please provide a complete quote for the “Scope of Work. In addition you may include in your bid any in-kind contribution (or "non-federal share"). Head Start programs are required to provide a 20% match of non-federal funds for the operation of their programs.
- c) Experience with working with non-profit organization, schools, and early childhood (pre-school) centers.
- d) Whether you are a Women/Minority Business Enterprise
- e) Overall ability of the Contractor to meet the Enrichment Services Program, Inc.’s needs; and
- f.) References given by the firm and those references opinion as to their experience and/or successful results with the Contractor. Please submit three professional references (preferably non-profit organization, schools, early childhood/pre-school centers) that could respond to the quality of your services.

D. Review Process

ESP may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors’ proposals.

However, ESP reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose.

ESP contemplates award of the contract to the responsible Offeror with the highest total points.

ESP may request sample reports/forms as part of this review process.

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EXHIBIT A – Contractor Information

1. Name of Business _____
 Previous Name of Business, if applicable _____
2. Owner of the Company _____
3. Address/Location of the Company _____
4. List the number of years in business _____
5. Is your business classified as Women/Minority Owned? Please encircle-Yes or No
6. List the number of people employed on a regular basis. _____
7. Do you maintain an office that is staffed during normal daily working hours?

8. Describe the equipment, quantity of equipment, and vehicles to be used for these services.

9. Have any of your principal employees been included in the List of Parties Excluded from Federal Procurement or Non-procurement Programs? Please encircle-Yes or No
10. List or detail all pertinent information and data that would indicate the ability of your organization to satisfactorily fulfill the work as outlined in this Request for Proposals. Attach separate sheet if needed.

11. Have you or a member of your management team personally inspected the proposed work sites?
12. Who is the point of contact in the event your firm is awarded the contract?

 E-mail Address: _____
13. List at least five (5) references (not residences; preferably non-profit organization, schools, early childhood/pre-school centers) in which your company has provided appraisals for within the past five (5) years.

Company Name	Please	Check	If	Contact Name	Telephone Number
	Non-Profit	School	Early Childhood		

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EXHIBIT B -Proposal Form

Please submit the total amount to perform Appraisals for Head Start Centers per visit basis.

SCOPE OF WORK:

- Provide square footage for each area of the facility used by Head Start, including the designated playground area that is used specifically by Head Start.
- Provide a fair market value for renting of the facility at an annual rate

Center & Address	Address	Amount	Less: In-Kind	Net Bid Amount
Benning Hills	190 Munson Drive Columbus GA 31903			
Chattahoochee Educational Center	140 Merrell Street Cusseta GA 31805			
Child Development Center	2701 11 th Avenue Columbus GA 31904			
Clay County Early Head Start	202 Wilson Street Ft. Gaines GA 39851			
Clay County Head Start	200 Hobbs Lane Ft. Gaines GA 39851			
Cusseta Road Head Start Center	4150 Cusseta Road Columbus GA 31903			
Quitman County	213 Kaigler Road Georgetown GA 39854			
Stewart County	GA Highway 27 East Lumpkin GA 31815			
Talbot County Harmon Center	159 Park Road Talbotton GA 31827			
Russell County Head Start Higginbotham Hall	2605 College Drive Phenix City AL 36867			

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EXHIBIT C -Cost Proposal/Execution of Proposal

By submitting this proposal, the potential Contractor certifies the following:

- This proposal is signed by an authorized representative of the firm.
- The Contractor can obtain insurance certificates as required within 10 calendar days after notice of award.
- The Contractor will complete the Form W-9 -Request for Taxpayer Identification Number and Certification (Exhibit E)
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- The Contractor has conducted site visits and is aware of prevailing conditions associated with performing these services.
- The potential Contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions. If exceptions exist, they must be listed on a separate numbered sheet

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, to perform the services in accordance with the specifications and conditions in this RFP at the prices quoted, if this proposal is accepted within 90 days from the date of the opening.

CONTRACTOR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____ FAX: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER/: _____

SOCIAL SECURITY NUMBER

E-MAIL: _____

BY: _____

Signature

Typed or printed name

Title

Date

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

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EXHIBIT D – Recapitulation of Annual Market Rents

Property	Head Start	Early Head Start	Early Head Start Expansion	Total Office Spaces	Head Start Playground	Early Head Start Playground
Benning Hills 190 Munson Drive Columbus GA 31903 Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	N/A	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month		
Chattahoochee Educational Center 140 Merrell Street Cusseta GA 31805 Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	N/A	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month		
Child Development Center 2701 11th Avenue Columbus GA 31904 Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month		
Clay County Early Head Start 202 Wilson Street Ft. Gaines GA 39851 Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	N/A	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	N/A	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month		
Clay County Head Start 200 Hobbs Lane Ft. Gaines GA 39851 Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	N/A	N/A	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month		N/A
Cusseta Road Head Start 4150 Cusseta Road Columbus GA 31903 Total Square Feet 00,000 \$00.00 per sq. ft.	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	N/A	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month		

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Total \$0000.00 per month						
Quitman County 213 Kaigler Road Georgetown GA 39854 Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month		
Stewart County GA Highway 27 East Lumpkin GA 31815 Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	N/A	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month		
Talbot County Harmon Center 159 Park Road Talbotton GA 31827 Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	N/A	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month		
Russell County Head Start Higginbotham Hall 2605 College Drive Phenix City AL 36867 Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month	N/A	N/A	Total Square Feet 00,000 \$00.00 per sq. ft. Total \$0000.00 per month		N/A

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EXHIBIT E – Contact Information for Tour of Facilities

Prospective Contractor Should Leave Calling Card with Contact Person

Center & Address	Contact Person/Center Manager	Telephone & Fax	Dates for Visit	Hours
Benning Hills	Sarah McLendon	706 223-3901		
Chattahoochee Educational Center	Delores Baker	706 989-1479		
Child Development Center	Ann Weaver	706 801-9428		
Clay County Early Head Start	Ruby Knauls	229 768-2206		
Clay County Head Start	Ruby Knauls	229 938-4751		
Cusseta Road Head Start Center	Richard Wells	706 649-0780		
Quitman County	Sherry Mainor	229 334-9214		
Stewart County	Katherine Thomas	229 838-4135		
Talbot County @ Harmon Center	Maria Plaza	706 665-3717		
Russell County Head Start Higginbotham Hall	Traci Winchester	706 575-6407 762 822-1733		

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EXHIBIT F – W9

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
OR				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

V. Certifications

(PLEASE SIGN AND ATTACH TO THE RFP)

On behalf of the Offeror:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other considerations for the execution of this agreement, other than to an employee of the Offeror.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
6. The individual signing certifies that the Offeror is a properly licensed certified real estate appraiser.
7. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the facilities to be appraised for Head Start, Early Head Start and Early Head Start Expansion.
8. The individual signing certifies that the Offeror, and any individuals to be assigned to the appraisal, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government

Dated this _____ day of _____, 20_____.

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)

RFP #0712-001
Enrichment Services Program, Inc.
APPRAISALS FOR HEAD START CENTERS
Standard Terms & Conditions
(PLEASE SIGN AND ATTACH TO THE RFP)

Termination:

1. Termination with Cause

Enrichment Services Program, Inc. reserves the right to terminate this contract at any time for cause. The violation of any provision or condition contained in this contract, or the refusal, failure, or inability to carry out any provisions of this contract shall constitute sufficient grounds to terminate this contract for cause. Should Enrichment Services Program, Inc. elect to terminate this contract for cause, Enrichment Services Program, Inc. will notify the Contractor 30 days prior to the termination date and shall specify the cause for termination as well as the date the termination shall be effective. This termination notice will be issued via a written letter sent by certified U.S. mail or electronically by email. Immediate dismissals may be executed if deemed necessary by Enrichment Services Program, Inc.

2. Termination Without Cause

Enrichment Services Program, Inc. and the Contractor may terminate this contract without cause. Written notice of termination must be sent via certified U.S. mail no later than thirty (30) days prior to the termination date.

Relationship of Parties: It is understood by the parties that the Contractor is an independent entity with respect to ESP, and not an employee of ESP. ESP will not provide fringe benefits, including health insurance, paid vacation, or any other employee benefit, for the benefit of the Contractor or the Contractor's employees. The Contractor shall provide proof of liability insurance within ten (10) working days naming ESP as additional insured upon execution of the agreement.

Notices: All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid.

Entire Agreement: The Agreement, with this attachment, contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement and these Terms and Conditions supersede any prior written or oral agreements between the parties.

Amendment: The Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

Change Orders: No Change Orders will be acceptable unless written approval is given by ESP prior to the work being performed. Any pricing quoted in the Contractor's bid or proposal should be a "Not to exceed" price and strictly adhered to, unless a Change Order is instigated by a request from ESP.

Nonfederal Match: The Contractor for services rendered may elect to contribute as an in-kind donation the difference between the Contractor's normal and customary fees/services and the fees and/or services charged to ESP by virtue of the ESP being a non-profit organization.

Severability: If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

Indemnity: THE CONTRACTOR IS ACKNOWLEDGED AS AN INDEPENDENT CONTRACTOR OF ESP AND AS SUCH WILL INDEMNIFY AND HOLD HARMLESS ESP FOR ANY AND ALL LOSS, EXPENSE, AND/OR CLAIMS ASSOCIATED WITH OR ARISING OUT OF SUCH INJURY OR DAMAGE DUE TO THE ACTIVITIES OR FROM ANY ACT OR OMISSION OF THE CONTRACTOR,

ITS BOARD MEMBERS (IF APPLICABLE), EMPLOYEES, REPRESENTATIVES, FAMILY MEMBERS, INVITEE, AND VOLUNTEERS.

Insurance. The contractor shall acquire and carry throughout the contract term any applicable insurance, including workers comprehensive or employee accident insurance if the contractor has employees. At a minimum the contractor shall secure liability/professional insurance if there are no employees or sub-contractors. Proof of insurance shall be furnished by the Contractor prior to the first day of work.

Right of Access to Contractor Records: ESP, the awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor that are directly pertinent to a specific program (such as but not limited to Head Start, Early Head Start, CSBG, LIHEAP) for the purpose of making audits, examinations, excerpts, and transcripts. Records shall be maintained for at least three years from the termination date of the agreement.

Waiver of Contractual Right: The failure of either party to enforce any provision of the Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Applicable Law: This Agreement shall be governed by the laws of the State of Georgia unless superseded by federal law.

Equal Opportunity. During the performance of this contract, the CONTRACTOR agrees to follow:

1. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, age, religion, disability, political belief, sex, or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without

regard to their race, color, age, religion, disability, political belief, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be prepared by the Contracting Officer setting forth the provisions of this Equal Opportunity clause.

2. The CONTRACTOR shall, in all solicitation or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex, or national origin, or political belief.

Additional Provision:

Immigration Reform and Control Act.-

- Requires employers to attest to their employees' immigration status
- Makes it illegal to knowingly hire or recruit unauthorized Immigrants.

CERTIFICATIONS: By signing the Contractor agrees to and certifies, if applicable, that:

1) The CONTRACTOR shall be in compliance with the Copeland Act, 18 U.S.C. 874, as supplemented by Department of Labor regulations, 29 CFR part 3, providing that each contractor and sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the AGENCY.

2) The CONTRACTOR shall take action to insure that all work is performed in accordance with OSHA guidelines and OSHA required record keeping and training is current and ongoing.

RFP #0712-001
Enrichment Services Program, Inc.
APPRAISALS FOR HEAD START CENTERS

4) If this contract requires renovation or construction, then the CONTRACTOR shall, if on-site costs exceed \$2,000.00, comply with the Davis-Bacon Act and pay employees the rate of pay in accordance with Department of Labor "prevailing wages" schedule and supply the Agency with the DOL required certification forms and payroll records.

4) The CONTRACTOR shall be in compliance with the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the HHS and the appropriate Regional Office of the Environmental Protection Agency.

5) The CONTRACTOR shall to the best of its knowledge or belief, not be currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal or state agency, and are not currently or previously been indicted or convicted either civilly or criminally by a governmental entity (local, state or federal) for violations of procurement, consumer, and/or felony statutes. The Contractor is not listed in the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs

6) The CONTRACTOR shall not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352.

7) The CONTRACTOR shall include the provisions of paragraphs (1) through (7) in every subcontract or purchase order (over \$100,000) unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, so that such provisions shall be binding upon each subcontractor or vendor.

In the event of the CONTRACTOR'S noncompliance with the above terms, conditions, and certifications or with any state or federal rules, regulations, or orders, this agreement may be canceled, terminated, or suspended, in whole or in part, and the CONTRACTOR may be declared ineligible for further contracts. No other terms and conditions may take precedence without the written permission of ESP.

I have read the above and agree to abide by these terms and conditions. I further, by my signature, certify that I am an authorized representative of the CONTRACTOR with authority to obligate such to comply with the above with the exception of the following:

Executed this ____ day of _____, 20__

By:
Contractor _____ Date _____

Company _____

By:
Agency _____ Date _____

Enrichment Services Program, Inc.